

**REQUEST FOR PROPOSALS (RFP)
No. P17003**

**Washer and Dryer Services for MPHA High-
Rise Buildings**



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INTRODUCTION

The Minneapolis Public Housing Authority (MPHA) is a public entity that was formed in 1991 to provide federally subsidized housing and housing assistance to low-income families, within the City of Minneapolis, MN. MPHA is headed by an Executive Director and is governed by a nine-person board of commissioners and is subject to the requirements of Title 2 of the Code of Federal Regulations (CFR) and MPHA’s procurement policy.

Currently, MPHA owns and/or manages 42 high-rise apartment complexes totaling to 5,006 units. The Minneapolis Highrise Representative Council (MHRC) is a public housing tenant organization that represents the interests over 5,000 tenants living in MPHA’s high-rise buildings.

In keeping with its mandate to provide efficient and effective services, MPHA and MHRC are now soliciting proposals from qualified, licensed and insured entities to provide the above noted services. All proposals submitted in response to this solicitation must conform to all of the requirements and specifications outlined within this document and any designated attachments in their entirety.

RFP INFORMATION AT A GLANCE

[Table No. 2]

CONTACT PERSON (NOTE: Unless otherwise specified, any reference to “Buyer” shall be a reference to Ms. LeRoy.)	Ayla LeRoy, Buyer Telephone (612)342-1478 E-mail: aleroy@mplspha.org TDD/TTY: (800)627-3529
HOW TO OBTAIN THE RFP DOCUMENTS ON THE EPROCUREMENT MARKETPLACE	1. Access ha.economicengine.com (no “www”). 2. Click on the “Login” button in the upper left side of the page. 3. Follow the listed directions. If you have any problems in accessing or registering on the eProcurement Marketplace, call customer support at (866)526-0160.
PRE-PROPOSAL CONFERENCE	Monday, March 20, 2017 at 11:00 AM CST starting at 1225 S 8th St, Minneapolis, MN 55404 and then walk-throughs of 2 additional MPHA properties
DEADLINE TO SUBMIT QUESTIONS	Wednesday, March 22, 2017, 3:00 PM CST
HOW TO FULLY RESPOND TO THIS RFP BY SUBMITTING A PROPOSAL	1. As directed within Section 3.2 of the RFP document, enter proposed fee where provided within the eProcurement Marketplace. 2. As instructed within Section 3.4 of the RFP document, submit 4 copies of your “hard copy” proposal submittal to the Procurement office.
PROPOSAL SUBMITAL RETURN & DEADLINE	*Monday, April 3, 2017, 3:00 PM CST 1001 Washington Avenue North, Minneapolis, MN 55401 (*The proposed fee must be entered within the eProcurement Marketplace and the sealed “hard copy” proposal submittal must be received in-hand and time-stamped by MPHA by no later than 3:00 PM CST on this date).

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- 1.0 MPHA’S AND MHRC’S RESERVATION OF RIGHTS.** MPHA and MHRC reserves the right to:
- 1.1 Right to Reject, Waive, or Terminate the RFP.** Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by MPHA and/or MHRC to be in its best interests.
 - 1.2 Right to Not Award.** Not award a contract pursuant to this RFP.
 - 1.3 Right to Terminate.** Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the Contractor(s).
 - 1.4 Right to Determine Time and Location.** Determine the days, hours and locations that the successful proposer (Contractor) shall provide the services called for in this RFP.
 - 1.5 Right to Retain Proposals.** Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of MPHA.
 - 1.6 Right to Reject Any Proposal.** Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
 - 1.7 No Obligation to Compensate.** Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.
 - 1.8 Right to Prohibit.** At any time during the RFP or contract process, prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By accessing the eProcurement Marketplace and by downloading this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document and within the eProcurement Marketplace, and further agrees that he/she will inform MPHA in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by MPHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve MPHA, but not the prospective proposer, of any responsibility pertaining to such issue.
 - 1.9 Right to Reject - Obtaining Competitive Solicitation Documents.** The eProcurement Marketplace is the only official and appropriate venue to obtain the competitive solicitation documents (and any other information pertaining to the competitive solicitation such as addenda). Accordingly, by submitting a response to this competitive solicitation the respondent thereby affirms that he/she obtained all information on the eProcurement Marketplace. Any other group, such as a proposal depository, that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the eProcurement Marketplace to obtain the documents. MPHA will reject without consideration any response submitted from a firm that has not obtained the documents from the eProcurement Marketplace.

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- 2.0 Scope of Work and Technical Specifications.** MPHA and MHRC are seeking a qualified, licensed and insured entity to furnish all labor, equipment, tools, materials, fees, etc. that are necessary to supply, install, and service coin and card-operated washers and dryers for 40 MPHA high-rise buildings.
- 2.1 Equipment Specifications.** The successful proposer (Contractor) shall provide new, heavy-duty, commercial, computerized, Energy Star washers and dryers that arrive in factory sealed cartons. Used and/or reconditioned equipment is not acceptable. MPHA will furnish floor space for laundry equipment and reasonable utilities for equipment operation. The Contractor shall assume the entire risk of loss or damage to the equipment throughout the entire contract term.
- 2.1.1 Top-Load Washers.** Top-load washers shall be heavy duty, commercial, single-load Speed Queen washers; Model Number SWNLC2AP, or a MPHA/MHRC approved equivalent. These washers shall have two-speeds with digital electronic display panels. The washers will use the size of the load to control the amount of water used; water fill will not be determined by time. During the spin cycle, the spin shall stop when the lid is raised. The approximate number of top-load washers required is 117.
- 2.1.2 Front-Load Washers.** Front-load washers shall be heavy duty, commercial, single-load Speed Queen washers; Model Number SFNBCFSP, or a MPHA/MHRC approved equivalent. The approximate number of front-load washers required is 84.
- 2.1.3 Large Capacity Washers.** Large capacity washers shall be heavy duty, commercial, double-load, 25-pound capacity Maytag washers; Model Number MFR30PDCTS or an MPHA/MHRC approved equivalent. The estimated quantity of required large capacity washers is 5.
- 2.1.4 Front-Load Dryers.** Front-load dryers shall be heavy duty, commercial, single-load gas dryers with digital panels, except at 314 Hennepin Ave and 2121 Minnehaha Ave where 200 volt electric dryers are required. Dryers shall have electronic igniters and be equipped with a top-off feature that allows the user to purchase additional time after the dryer has started. The approximate number of front-load dryers required is 185.
- 2.1.5 Large Capacity Dryers.** Large capacity dryers shall be heavy duty, commercial, double-load, 30-pound capacity Maytag gas dryers; Model Number MDG31PDAWW with digital panels, except at 314 Hennepin Ave where 200 volt electric dryers are required. Dryers shall have electronic igniters and be equipped with a top-off feature that allows the user to purchase additional time after the dryer has started. The approximate number of large capacity dryers required is 18.
- 2.1.6 Changes in Number of Machines Required.** The number of required machines at each building is listed in Attachment G, *MPHA Building Locations and Required Number of Machines*, are estimates only; MPHA and

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MHRC reserve the right, at any time during the ensuing contract period, to change the number of machines required, which shall only be changed upon written request and consent of MPHA or MHRC.

2.1.7 Equipment Counters. All equipment shall have two internal, electronic, non-resettable counters. One counter shall record the number of times the coin drop has been actuated and the other counter shall record the number of times the washers and dryers have vended a service. The data from the counter shall be electronically retrievable and able to download directly to a computer for comparison with the actual count of monies collected. The Contractor shall submit with each collection payment, a computer report reconciling the number of services vended, and the number of coins, tokens, or credits used or collected and explaining any difference between the two counters. Payment shall be based on the amounts collected.

2.1.8 Operating Instructions. The Contractor shall provide clear, concise, and easily visible operating instructions at each equipment location, and shall permanently number each washer and dryer for ease of identification when users call for service. The instructions shall include a phone number for residents to report malfunctioning equipment as well as lost coins or credits. The Contractor shall reimburse residents in a timely manner for the value of lost coins or credits lost, and shall also work with MPHA and/or MHRC to develop instructions in Braille and other languages such as Somali and Hmong, where needed.

2.2 Meter Rates, Coins and Tokens. All washers and dryers shall be coin operated except at 350 Van White Memorial Boulevard where the machines shall be card-operated. MPHA and MHRC may consider token operated control in some buildings. The token operated controls shall include a safe and convenient method for residents to purchase tokens. Meter rates for the washers and dryers shall be as listed below. Any changes in meter rates shall only go into effect once agreed upon by both parties in writing:

- \$1.00 per load for single-load washers
- \$2.00 per load for large capacity washer
- \$0.75 for 45 minutes of dryer time for single-load dryers
- \$2.00 for 60 minutes per load for large capacity dryer
- \$0.25 for 15 minutes of top-off feature on dryer

2.2.1 Collection. The Contractor shall collect all cash, coins, and credits from the washers and dryers each month, or more frequently at MPHA's and/or MHRC's request. Both parties shall agree in writing on the dates for collection. MPHA and/or MHRC may attend the collection at any time, and shall not be liable for collections lost by or stolen from the Contractor.

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2.3 Contractor's Responsibilities.

2.3.1 Installations and Removals. The Contractor shall install all equipment within 30 calendar days of execution of a pursuant contract. Installation shall coincide with the removal of the preceding contractor's equipment. The Contractor shall install all equipment, ducts, vents, and all connections to existing utilities and perform any other necessary work at the Contractor's sole expense. The Contractor shall supply all drainage pipes, water supply hoses, ductwork, electrical cords, plugs and any other accessories necessary for full installation. The Contractor shall vent all dryers to the outside of the building, and shall clean all existing dryer venting before installation of new dryers. The Contractor shall install equipment in locations designated by MPHA and/or MHRC and shall secure the equipment to eliminate movement due to vibration. At the termination of the contract, the Contractor shall restore all facilities to the same condition as at the start of the contract, and shall work to minimize disruption in laundry service.

2.3.1.1 The Contractor shall ensure that the proposed machines will fit in the available spaces, most specifically at 1225 S 8th St, 1212 S 9th St, 828 Spring St NE and in the buildings that shall have large-capacity dryers.

2.3.2 Equipment Repairs. The Contractor shall repair or replace equipment within 2 working days of verbal report of equipment failure. If the Contractor cannot repair or replace the equipment within 2 working days, the Contractor shall immediately deliver to MPHA and/or MHRC a written notice stating the specific reasons for the delay and the anticipated date of repair or replacement of the equipment. The Contractor shall also immediately place an "out-of-order" sign on any equipment in need of repair listing the date of service call and the reason for any delays in machine repair. The Contractor may perform minor repairs on the equipment in the laundry room, but major repairs, such as the opening of a washer's gearbox, shall be performed off of MPHA's premises. The Contractor shall pay for all associated costs with the removal, repair, and installation. The Contractor shall immediately replace a machine that malfunctions more than 3 times within 60 calendar days with a similar machine, or within 7 working days after receipt of written notification by MPHA or MHRC. The Contractor shall maintain a monthly log of all service calls for each building, and provide the log with each monthly payment to MPHA/MHRC.

2.3.3 Required Maintenance. The Contractor shall clean all vents from the dryer to the exterior vent damper/louver on the exterior face of the building every 6 months. In the case that a vent does not go directly from the laundry room to the outside, the Contractor shall clean the vents from the dryer to where the vent exits the laundry room. The Contractor shall remove dust, dirt, and lint from the duct as necessary to prevent build-up,

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and shall use a high-pressure vacuum or a brush method to clean the dryer vents. The Contractor shall not use water or solvents for cleaning, and shall provide a schedule for vent cleaning and verification of such work to MHRC with each monthly payment.

- 2.3.4 Moving of Equipment.** The Contractor shall move machines when necessary from building laundry rooms at MHRC's request for periodic stripping and waxing, retiling of the floors, or other repairs and maintenance. MHRC will provide the Contractor with at least one week written notice prior to any such scheduled occurrences, except for in the case of emergencies.
- 2.3.5 Payment of Commissions.** The Contractor shall issue a payment of commission by check each month within fifteen days of the collection date to the MHRC, 1015 North 4th Avenue, Suite 203, Minneapolis, MN 55405. The Contractor shall submit a written statement with each payment, which shall include (1) the date of collection, (2) a computer prepared report showing collection dollar amounts for each machine, the amount collected from each building, and the total collection, (3) the total due to the MHRC, (4) a monthly log of all service calls for each building, and (5) verification and dates of vent cleaning. The Contractor shall make monthly payments to the MHRC regardless of whether any collections are lost or stolen.
- 2.3.6 Safety.** The Contractor shall ensure the safety of his/her staff, MPHA residents and employees and the general public at all times while performing work.
- 2.3.7 Damages.** The Contractor shall repair in a timely manner any damage to any MPHA property or any other property (i.e. MPHA residents'; etc.) by the Contractor, his/her agents, whether such acts were intentional or not.
- 2.3.8** Ensure that all work performed by the Contractor or his/her staff is performed in a professional manner, compliant with all codes, laws, regulations, statutes and commonly accepted industry standards.

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3.0 PROPOSAL FORMAT.

3.1 Tabbed Proposal Submittal. MPHA and MHRC intend to retain the Contractor pursuant to a “Best Value” basis, not a “Low Bid” basis (“Best Value,” in that MPHA and the MHRC will, as detailed within the following Section 4.0, consider factors other than just cost in making the award decision). Therefore, so that MPHA and MHRC can properly evaluate the offers received, all proposals submitted in response to this RFP must be formatted in accordance with the sequence noted within the table below. Each category must be separated by numbered index dividers (which number extends so that each tab can be located without opening the proposal) and labeled with the corresponding tab reference also noted below. None of the proposed services may conflict with any requirement MPHA and MHRC have published herein or have issued by addendum.

[Table No. 3]

RFP Section	Tab No.	Description
3.1.1	1	Form of Proposal. This Form is attached as Attachment A to this RFP document. This 1-page Form must be fully completed, signed, and submitted under this tab as a part of the proposal submittal.
3.1.2	2	form HUD-5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract.</i> This Form is attached as Attachment B to this RFP document. This 2-page Form must be fully completed, signed, and submitted under this tab as a part of the proposal submittal.
3.1.3	3	Profile of Firm Form. The Profile of Firm Form is attached as Attachment C to this RFP document. This 2-page Form must be fully completed, signed, and submitted under this tab as a part of the proposal submittal.
3.1.4	4	Proposed Services. The proposer shall place under this tab documentation further explaining the proposer’s services and showing how the proposer intends to fulfill the requirements of Section 2.0, including, but not limited to:
3.1.4.1		As detailed within Section 4.1, Evaluation Factor No. 4, the proposer’s DEMONSTRATED UNDERSTANDING OF THE REQUIREMENTS.
3.1.4.2		As detailed within Section 4.1, Evaluation Factor No. 4: The proposer’s TECHNICAL CAPABILITIES (in terms of personnel certifications, skill level, on-going training, and the ability to provide the services detailed herein).
3.1.4.3		As detailed within Section 4.1, Evaluation Factor No. 2, the proposer’s DEMONSTRATED EXPERIENCE in performing similar work and the proposer’s DEMONSTRATED SUCCESSFUL PAST PERFORMANCE of contract work substantially similar to that required by this solicitation as verified by reference checks or other means.

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3.1.4.4		List of proposed equipment including equipment make and model, reliability, and water and energy consumption rating.
3.1.4.5		If appropriate, how the firm's staff are retained, screened, trained, and monitored.
3.1.4.6		The proposed quality control program.
3.1.4.7		A complete description of the products and services the firm provides.
3.1.5	5	Managerial Capacity/Financial Viability. The proposer must submit under this tab a concise description of its managerial and financial capacity to deliver the proposed services, including brief professional resumes for the persons identified within areas (5) and (6) of Attachment C, <i>Profile of Firm Form</i> . Such information shall include the proposer's qualifications to provide the services; a description of the background and current organization of the firm, including a current organizational chart.
3.1.6	6	Client Information. The proposer shall submit a listing of former or current clients for whom the proposer has performed similar or like services to those being proposed herein. The listing shall, at a minimum, include:
3.1.6.1		The client's name;
3.1.6.2		The client's contact name;
3.1.6.3		The client's telephone number and e-mail address;
3.1.6.4		A brief narrative description and scope of the service(s) and the dates the services were/are provided.
3.1.7	7	Equal Employment Opportunity/Supplier Diversity. The proposer must submit under this tab a copy of its Equal Opportunity Employment Policy and a complete description of the positive steps it will take to ensure compliance with the regulations detailed within Section 3.6 pertaining to supplier diversity (e.g. small, minority, and women-owned businesses).
3.1.8	8	Subcontractor/Joint Venture Information (Optional Item). The proposer shall identify under this tab whether or not he/she intends to use any subcontractors for this job, if awarded, and/or if the proposal is a joint venture with another firm. All information required from the proposer under the proceeding tabs must also be included for any major subcontractors (10% or more) or from any joint venture.
3.1.9	9	Section 3 Business Preference Documentation (Optional Item). For any proposer claiming a Section 3 Business Preference, he/she shall under this tab include the fully completed and executed Section 3 Business Preference Certification Form attached as Attachment D and any documentation required by that form.

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3.1.10	10	Other Information (Optional Item). The proposer may include under this tab any other general information that the proposer believes is appropriate to assist MPHA in its evaluation.
3.1.11		Optional Tabs. If no information is to be placed under any of the above noted tabs, please place there under a statement such as “No Information is Being Placed Under This Tab” or “This Tab Left Intentionally Blank.” <u>Do not</u> eliminate any of the tabs.
3.1.12		Proposal Submittal Binding Method. It is preferable and recommended that the proposer bind the proposal submittals in such a manner that MPHA can, if needed, remove the binding (i.e. “spiral-type” etc.) or remove the pages from the cover (i.e. 3-ring binder; etc.) to make copies, then conveniently return the proposal submittal to its original condition.

3.2 Entry of Proposed Fee. Proposers shall submit their proposed fee, where provided within the eProcurement Marketplace only, for the following Pricing Item detailed within Table No. 4. Unless otherwise stated, the proposed fee is all-inclusive of all related costs that the Contractor will incur to provide the noted services, including, but not limited to: clerical support; overhead; profit; licensing; insurance; materials; supplies; tools; equipment; long distance telephone calls; travel expenses; document copying not specifically agreed to by MPHA; etc.

[Table No. 4]

RFP Section	Item No.	Qty.	U/M	Description
3.2.1	1	400,000	Dollars	Proposed Percentage of Commission

3.3 Additional Information Pertaining to the above Pricing Items.

3.3.1 Quantities. All quantities entered by MPHA and MHRC herein and within the eProcurement Marketplace are for calculating purposes only, and are estimates only pertaining to estimated annual usage. MPHA reserves the right to order from the Contractor(s), on a task order basis, any amount of services MPHA requires.

3.3.2 Entry of Fee. Proposers are required to submit a realistic and reasonable fee, where provided for within the eProcurement Marketplace, for the Pricing Item detailed within Table No. 4. No additional proposal fees can or will be received after the proposal submittal deadline; any proposer that does not comply with this requirement may be rejected without further consideration.

3.3.2.1 Warning! Realistic Proposed Cost for the Pricing Items. Each proposer is strongly encouraged to enter where provided within the eProcurement Marketplace a realistic fee for the Pricing Item listed within Table No. 4. MPHA and MHRC will not, after

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the submittal deadline, negotiate an increase to the fee proposed prior to the submittal deadline. MPHA and MHRC reserve the right to not complete an award to any proposer that, in the opinion of MPHA and MHRC, proposes a fee that is deemed by MPHA and MHRC to be unreasonable.

3.3.2.1.1 Review the Entry of the Proposed Fee. MPHA strongly recommends that each proposer, after entry of their proposed fee within the eProcurement Marketplace, print the receipt provided, and carefully review the entry to ensure that the proposer has entered the proposed fee correctly. The Marketplace will allow the proposer to immediately re-enter the Marketplace at any time prior to the posted deadline to correct any such entry, if necessary; the proposer will not be able to correct this entry after the posted deadline has expired.

3.3.2.1.2 Calculation of Fees. After a proposer has entered where provided within the eProcurement Marketplace his/her proposed unit fee for the Pricing Item, the Marketplace will automatically multiply the proposed unit fee by the listed quantity. The total sum of the line items will determine the points awarded for Evaluation Factor No. 1 detailed within the following Table No. 6.

3.3.2.2 Prior Written Approval Required from MPHA. The Contractor shall not, at any time during the ensuing contract period(s), conduct any work without the prior written authorization received from MPHA and MHRC. Failure to abide by this directive shall release MPHA and MHRC of any obligation to pay the Contractor for any such work conducted without the noted prior written authorization.

3.4 Proposal Submission. All proposals must be submitted and time-stamped received in the designated MPHA Procurement Office by no later than the submittal deadline. A total of 1 original signature copy (marked "Original") and 3 exact copies (each of the 4 proposal submittals shall have a cover and extending tabs) of the proposal submittal shall be placed unfolded in a sealed package and addressed to:

**Minneapolis Public Housing Authority
Attention: Ayla LeRoy, Buyer
1001 Washington Avenue, Minneapolis, MN 55401**

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- 3.4.1 The package exterior must clearly denote the above noted RFP number and must have the proposer's name and return address. Proposals received after the published deadline will not be accepted.
- 3.4.2 **Submission Conditions.** Do not fold or make any additional marks, notations or requirements on the documents to be submitted. Proposers are not allowed to change any requirements or forms, either by making or entering onto these documents or the documents submitted any revisions or additions; and if any such additional marks, notations or requirements are entered on any of the documents that are submitted to MPHA by the proposer, such may invalidate that proposal. If, after accepting such a proposal, MPHA decides that any such entry has not changed the intent of the proposal that the Agency intended to receive, MPHA may accept the proposal and the proposal shall be considered by MPHA as if those additional marks, notations or requirements were not entered on such. By accessing and downloading these documents, each prospective proposer is thereby agreeing to confirm all notices that the MPHA delivers to him/her as instructed, and by submitting a proposal, the proposer is thereby agreeing to abide by all terms and conditions published herein and by addendum pertaining to this RFP.
- 3.4.3 **Proposer Submission Responsibilities.** It shall be the responsibility of each proposer to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by MPHA, including the RFP document, the documents listed within the following Section 3.8, and any addenda and required attachments submitted by the proposer. By completing, signing and submitting the completed documents, the proposer is stating his/her agreement to comply with all conditions and requirements set forth within those documents. Written notice from the proposer not authorized in writing by MPHA to exclude any of MPHA's requirements contained within the documents may cause that proposer to not be considered for award.
- 3.5 **Contact with MPHA and MHRC.** It is the proper's responsibility to address all communication and correspondence pertaining to this RFP process to the designated Buyer only. Proposers must not make inquiry or communicate with any other MPHA or MHRC staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for MPHA and MHRC to not consider a proposal submittal.
- 3.5.1 **Addenda.** All questions and requests for information must be addressed in writing to the Buyer who will respond to all such inquiries in writing by addendum to all prospective proposers (i.e. firms or individuals that have obtained the RFP Documents). During the RFP solicitation process, the Buyer will not have any substantive conversation with a prospective proposer when other prospective proposers are not present that may give one prospective proposer an advantage over other prospective proposers. This does not mean that prospective proposers may not call the Buyer; it

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simply means that, other than making replies to direct the prospective proposer where his/her answer has already been issued within the solicitation documents, the Buyer may not respond to the prospective proposer's inquiries but will direct him/her to submit such inquiry in writing so that the Buyer may more fairly respond to all prospective proposers in writing by addendum.

3.6 Proposer's Responsibilities – Equal Employment Opportunity and Supplier Diversity. The Contractor, MPHA, and MHRC have, pursuant to HUD regulation, certain responsibilities pertaining to the hiring and retention of personnel and subcontractors.

3.6.1 Within 2 CFR § 200.321 it states:

3.6.1.1 Contracting with small and minority businesses, women's business enterprises and labor surplus area firms.

3.6.1.2 (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

3.6.1.3 (b) Affirmative steps must include:

3.6.1.3.1 (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

3.6.1.3.2 (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3.6.1.3.3 (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

3.6.1.3.4 (4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority business, and women's business enterprises;

3.6.1.3.5 (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

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3.6.1.3.6 (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

3.6.2 Within HUD Procurement Handbook 7460.8 REV 2 it states:

3.6.2.1 Section 15.5.A, Required Efforts. Consistent with Presidential Orders 11625, 12138, and 12432, the <Agency> shall make every effort to ensure that small businesses, MBEs, WBEs, and labor surplus area businesses participate in <Agency> contracting.

3.6.2.2 Section 15.5.B, Goals. <The Agency> is encouraged to establish goals by which they can measure the effectiveness of their efforts in implementing programs in support of . . . contracting with disadvantaged firms. It is important to ensure that the means used to establish these goals do not have the effect of limiting competition and should not be used as mandatory set-aside or quota, except as may otherwise be expressly authorized in regulation or statute. Some localities have adopted minority contracting set-aside policies or geographic limitations, which may be in conflict with Federal requirements for full and open competition.

3.6.3 The MPHA Procurement Policy states that MPHA will:

3.6.3.1 Assistance to Small and Other Business, Required Efforts:

3.6.3.1.1 Including such firms, when qualified, on solicitation mailing lists;

3.6.3.1.2 Encouraging their participation through direct solicitation of proposals or proposals whenever they are potential sources;

3.6.3.1.3 Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;

3.6.3.1.4 Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

3.6.3.1.5 Using the services and assistance of the Small Business Administration, and the Minority

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Business Development Agency of the Department of Commerce;

3.6.3.1.6 Including in contracts, to the greatest extent feasible, a clause requiring contractors, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which provide opportunities to low-income residents, as described in 24 CFR Part 135 (so-called Section 3 businesses); and

3.6.3.1.7 Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed above.

3.6.4 Requirements. Accordingly, please see Section 3.1.6 that details the information pertaining to this issue that the proposer must submit in response to this proposal showing compliance, to the greatest extent feasible, with these regulations.

3.7 Pre-proposal Conference and Building Inspections. The scheduled pre-proposal conference identified on Page 3 of this document is, pursuant to HUD regulation, not mandatory. Prospective proposers may have previously responded to an RFP with a multi-tabbed submittal and feel comfortable in doing so without attending the pre-conference. Typically, such conferences last 1 hour or less (not including the ensuing walk-through of the properties, if the proposer chooses to do so), though such is not guaranteed. The purpose of this conference is to assist prospective proposers in having a full understanding of the RFP documents so that he/she feels confident in submitting an appropriate proposal; therefore, at this conference MPHA will conduct an overview of the RFP documents, including the attachments. Prospective proposers may also ask questions, though MPHA may require that some such questions are delivered in writing prior to a response be given in return in writing. Attendees are encouraged to bring a copy of the RFP documents to this conference as MPHA **will not** distribute at this conference any copies of the RFP documents.

3.8 Recap of Attachments. Proposers shall verify that they have downloaded the following attachments pertaining to this RFP:

[Table No. 5]

RFP Section	Document No.	Attachment	Description
3.8.1	1.0		This RFP Document
3.8.2	2.0	A	Form of Proposal
3.8.3	3.0	B	HUD Form 5369-C (8/93), <i>Certifications and Representations of Offerors, Non-Construction Contract</i>

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3.8.4	4.0	C	Profile of Firm Form
3.8.5	5.0	D	Section 3 Submittal Form
3.8.5.1	5.1	D-1	Section 3 Explanation
3.8.6	6.0	E	HUD Form 5369-B (8/93), <i>Instructions to Offerors, Non-Construction</i>
3.8.7	7.0	F	Sample Contract Form (please note that this contract and the listed appendices are being given as a sample only. MPHA and MHRC reserve the right to revise any clause herein and/or to include within the ensuing contract any additional clauses that MPHA and MHRC feel are in its best interests to do so)
3.8.7.1	7.1	F-1	Sample Contract Appendix No. 1: <i>HUD Form 5370-C, General Conditions for Non-Construction Contracts, Section I - (With or without Maintenance Work)</i>
3.8.7.2	7.2	F-2	Section 3 Plan
3.8.8	8.0	G	MPHA Building Locations and Required Number of Machines

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4.0 PROPOSAL EVALUATION.

4.1 Evaluation Factors. The following factors will be utilized by MPHA and MHRC to evaluate each proposal submittal received. Award of points for each listed factor will be based upon the documentation that the proposer submits within their proposal:

NO.	MAX POINT VALUE	FACTOR DESCRIPTION
1	50 points	PROPOSED COMMISSION FEE submitted by the proposer.
2	20 points	(a) The proposer's DEMONSTRATED RELEVANT EXPERIENCE AND SUCCESSFUL PAST PERFORMANCE in performing work substantially similar to that required by this solicitation, as verified by reference checks or the information submitted within the proposal (b) MPHA and MHRC will place emphasis on the proposer's above described RELEVANT EXPERIENCE AND SUCCESSFUL PAST PERFORMANCE with public housing agencies and/or apartment or condo complexes similar in nature to MPHA's stock.
3	20 points	PROPOSED EQUIPMENT submitted by the proposer including equipment quality, reliability, and water and energy consumption rating.
4	5 points	The proposer's TECHNICAL CAPABILITES and DEMONSTRATED UNDERSTANDING OF THE REQUIREMENTS including the ability to provide the services detailed herein.
5	5 points	The OVERALL QUALITY AND PROFESSIONAL APPEARANCE OF THE PROPOSAL , based upon the opinion of the evaluators.
	100 points	Total Points Possible

4.1.1 Section 3 Business Preference Evaluation Factor. The following factors will be utilized by MPHA to evaluate each proposal submittal received.

[Table No. 6a]

Factor No.	Maximu m Point Value	Factor Description
7		SECTION 3 BUSINESS PREFERENCE PARTICIPATION. A firm may qualify for Section 3 status as detailed within Attachments D and D-1 (NOTE: A max of 15 points awarded).
7a	15 points	Priority I, Category 1a. Business concerns that are 51 percent or more owned by residents of the housing development or developments for which the Section 3-covered assistance is

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		expended.
7b	13 points	Priority II, Category 1b. Business concerns whose workforce includes 30 percent of residents of the housing development for which the Section 3-covered assistance is expended, or within three (3) years of the date of first employment with the business concern, were residents of the Section 3-covered housing development.
7c	11 points	Priority III, Category 2a. Business concerns that are 51 percent or more owned by residents of any other housing development or developments.
7d	9 points	Priority IV, Category 2b. Business concerns whose workforce includes 30 percent of residents of any other public housing development or developments, or within three (3) years of the date of first employment with the business concern, were "Section 3" residents of any other public housing development.
7e	7 points	Priority V, Category 3. Business concerns participating in HUD Youth-build programs being carried out in the metropolitan area in which the Section 3-covered assistance is expended.
7f	5 points	Priority VI, Category 4a. Business concerns that are 51 percent or more owned by Section 3 residents in the metropolitan area, or whose permanent, full-time workforce includes no less than 30 percent of Section 3 residents in the metropolitan area, or within three (3) years of the date of employment with the business concern, were Section 3 residents in the metropolitan area.
7g	3 points	Priority VII, Category 4b. Business concerns that subcontract in excess of 25 percent of the total amount of subcontracts to Section 3 business concerns.
7h	15 points	Maximum Available Preference Points (Additional)
	115 points	Total Possible Points

4.2 Evaluation Plan.

- 4.2.1 Initial Evaluation for Responsiveness.** Each proposal received will first be evaluated for responsiveness (i.e. meets the minimum of the requirements).
- 4.2.2 Evaluation Committee.** MPHA and MHRC anticipate that they will select a minimum of a three-person committee to evaluate each of the responsive "hard copy" proposals submitted in response to this RFP. No proposer shall be informed at any time during or after the RFP process as to the identity of any evaluation committee member. If, by chance, a proposer does become aware of the identity of such person(s), he/she shall not make any attempt

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to contact or discuss with such person anything related to this RFP. As detailed within Section 3.5, the designated Buyer is the only person at MPHA that the proposers shall contact pertaining to this RFP. Failure to abide by this requirement may (and most likely will) cause such proposer(s) to be eliminated from consideration for award.

- 4.2.3 Restrictions.** All persons having familial (including in-laws) and/or employment relationships (past or current) with principals and/or employees of a proposer entity will be excluded from participation on the evaluation committee. Similarly, all persons having ownership interest in and/or contract with a proposer entity will be excluded from participation on the evaluation committee.
- 4.2.4 Right to Reject.** The Agency reserves the right to reject the proposal of any respondent who has previously failed to perform properly on a contract of similar nature, who is not in a position to perform the contract, or who habitually and without cause has neglected the payment of bills or otherwise disregard its obligations to subcontractors, providers of materials, and/or employees.

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5.0 CONTRACT AWARD.

- 5.1 Contract Award Procedure.** By completing, executing and submitting a proposal, the proposer agrees to abide by all terms and conditions pertaining to this RFP as issued by MPHA and MHRC. Accordingly, MPHA and MHRC have no responsibility to conduct any negotiations pertaining to the contract clauses already published after the submittal deadline.
- 5.2 Contract Conditions.** The following provisions are considered mandatory conditions of any contract award made by MPHA and MHRC pursuant to this RFP:
- 5.2.1 Contract Period.** MPHA and MHRC anticipate that they will award a 5-year contract pursuant to this RFP.
- 5.2.2 Contract Form.** MPHA nor MHRC will not execute a contract on the Contractor's forms; contracts shall only be executed on MPHA's and MHRC's forms.
- 5.2.2.1 Mandatory HUD Forms.** MPHA and MHRC have no legal right or ability to, at any time, negotiate any clauses contained within any of the HUD forms included as a part of this RFP.
- 5.2.3 Scope of Services.** The MHRC may request changes in the Scope of Services or other changes during the ensuing contract term. All changes shall be incorporated by written amendment to the ensuing contract, signed by both parties.
- 5.2.4 Unauthorized Sub-contracting Prohibited.** The Contractor shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP, including, but not limited to, selling or transferring the contract, without the prior written consent of MPHA and MHRC. Any purported assignment of interest or delegation of duty, without the prior written consent of MPHA and MHRC, shall be void and may result in the cancellation of the contract with MPHA and MHRC. This may result in the full or partial forfeiture of funds paid to the Contractor as a result of the proposed contract; either as determined by MPHA and/or MHRC.
- 5.2.5 Prior Written Approval Required.** The Contractor shall not, at any time during the ensuing contract period, conduct any work without the prior written authorization from MPHA or MHRC. Failure to abide by this directive shall release MPHA and MHRC of any obligation to pay the Contractor for any such work conducted without the noted prior written authorization.
- 5.2.6 No Deposit/No Retainer.** MPHA and MHRC will not pay any deposit or retainer fees as a result of award of the ensuing contract.
- 5.2.7 Assignment of Contract to MPHA.** At MHRC's discretion, this contract may be assigned to MPHA for the duration of the contract term. In this event,

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MPHA will designate a Contract Administrator, and commission checks shall be made payable to the Minneapolis Public Housing Authority, 1001 Washington Avenue North, Minneapolis, MN 55401.

- 5.3 Licensing and Insurance Requirements.** Prior to award, the Contractor shall be required to provide the following to MPHA:
- 5.3.1 Workers Compensation Insurance.** An original certificate evidencing the proposer's current industrial (worker's compensation) insurance carrier and coverage amount.
 - 5.3.2 General Liability Insurance.** Original certificates evidencing General Liability coverage, naming MPHA and MHRC as an additional insured, together with the appropriate endorsement to said policy reflecting the addition of MPHA and MHRC as an additional insured under said policy (minimum of \$1,500,000 each occurrence, general aggregate minimum limit of \$1,000,000, together with damage to premises and fire damage of \$50,000 and medical expenses any one person of \$5,000), commercially reasonable deductible (e.g. "commercially reasonable," meaning at least 1% of the "general aggregate minimum" of the policy, with a maximum deductible amount of \$50,000);
 - 5.3.3 Automobile Insurance.** An original certificate showing the Contractor's automobile insurance coverage in a combined single limit of \$1,000,000. For every vehicle utilized during the term of this contract, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$100,000/\$300,000 and medical pay of \$5,000.
 - 5.3.4 City/County/State Business License.** If applicable, a copy of the proposer's business license allowing that entity to provide such services within the City of Minneapolis, Hennepin County, and/or the State of Minnesota.
- 5.4 Contract Service Standards.** All work performed pursuant to this RFP shall conform and comply with all applicable local, state and federal codes, statutes, laws and regulations.
- 5.5 Prompt Return of Contract Documents.** Any and all documents required to complete the contract, including contract signature by the Contractor, shall be provided to MPHA within 10 work days of notification.
- 5.6 Minnesota Government Data Practices Act.** The Contractor may have access to information or data that is classified as "not or non-public" under the Minnesota Government Data Practices Act and applicable Federal law. The Contractor shall maintain the confidential nature of any data or information received in the course of providing services. The unauthorized disclosure of "not or non-public data" is subject

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to civil, as well as criminal, penalties under the Minnesota Government Data Practices Act.

- 5.7 Termination of Contract.** If the Contractor does not timely perform any term of the pursuant contract, MPHA and MHRC may immediately terminate such contract by written notice to the Contractor and require removal of all machines within 60 days of notice. The Contractor shall restore the premises to the same condition as at the start of the pursuant contract. In such event, before the Contractor removes any machines, the Contractor, MPHA, and MHRC shall attend the removal of any coins in the machines and account for any and all coins in the machines. Cause for termination of the pursuant contract includes, but is not limited to, failure to respond to machine malfunction, failure to clean dryer vents, failure to timely and accurately provide reports and payment to the MHRC, and failure to timely provide written notice of a delay in machine repair or replacement.